

FELLOWSHIP BY-LAWS

I. General

Any motion for any revocation of or any alteration or addition to these By-Laws shall be put only at a meeting of the Governing Body summoned specially for that purpose. Such a meeting may be held at any time provided that not less than fourteen days' notice in writing is given thereof. At such meetings only that business may be transacted of which notice was given when the meeting was summoned. A motion for any alteration to these By-laws shall require a majority of two-thirds of those present and voting and shall, if agreed, be submitted to Council for approval.

The Governing Body may from time to time make such rules not inconsistent with these By-Laws as it deems expedient for regulating the proceedings of College meetings, and for determining what business shall be transacted thereat, and for fixing, if it thinks fit, the notice to be given before holding any meeting or before bringing forward any question.

II. Categories of Fellows

There shall be the following categories of Fellows of St Cross College:

- (a) Official Fellows (including Professorial Fellows)
- (b) Fellows by Special Election
- (c) Honorary Fellows
- (d) Domus Fellows
- (e) Visiting Fellows
- (f) Research Fellows, Senior and Junior
- (g) Emeritus Fellows
- (h) Pusey Fellows

III. Establishment

The Executive Committee shall, on the recommendation of the Fellowships Committee, prepare in 1st Week of Hilary Term a recommendation for the next ordinary Governing Body meeting on the total number of Fellowships (excluding Honorary, Domus and Emeritus Fellowships) for the following 12 months, and it may if thought desirable also recommend upper limits for any of the various categories of Fellowships.

IV. Qualifications for the holding of Fellowships

I. General

- (a) No Fellowship (other than an Honorary, Domus or Emeritus Fellowship) may be held in conjunction with the Headship or a Fellowship (other than a Fellowship with no emoluments that confers no voice in the government of the College concerned) of any other college, hall or society of the University. A Fellow shall vacate his or her Fellowship of St Cross College on ceasing to hold the appropriate qualifications as set out below under which he or she was elected, unless Governing Body shall approve new qualifications in place of the old.
- (b) Official Fellowships, Fellowships by Special Election, Research Fellowships and Pusey Fellowships shall not be tenable beyond the 30 September immediately preceding the Fellow's 69th birthday, save that

- (i) if the University has extended the period of office of an employee who is a Fellow beyond the prescribed retirement age, the Governing Body may extend the period of tenure of his or her Fellowship *pari passu*.

2. Official Fellows

Governing Body may elect as Official Fellows of St Cross holders of University appointments who are entitled to Fellowships under the provisions of any Statute or Regulation, or who will become so entitled if their University appointments are confirmed to retiring age. Such elections shall normally take the form of Joint Appointments with the University. Official Fellows shall be elected for the duration of their tenure of the posts which qualified them for election, and they shall be members of Governing Body. The holder of any professorship allocated to the College by the University under the terms of any Statute or Regulation of the University shall by virtue of his or her office be a Professorial Fellow of the College; and any Official Fellow who at the time of his or her election (or subsequently by promotion) holds an office which qualifies him or her to hold a professorial fellowship shall be designated a Professorial Fellow of St Cross College. For all purposes a Professorial Fellowship shall be a category of Official Fellowship. Persons qualified to be Official Fellows may not, while those qualifications last, hold any other category of Fellowship of St Cross College.

3. Fellows by Special Election

- (a) The Bursar, domestic Bursar and the Senior Tutor, if not an Official Fellow, shall hold a Fellowship in this category *ex officio*, conterminously with his or her appointment, and shall be a member of Governing Body
- (b) Suitably qualified men or women who are not eligible for Fellowships in any other category may be elected Fellows of St Cross College by Special Election. If they are elected by virtue of being holders of posts within the University or any associated institution, their tenure shall be linked to that of the post concerned, subject always to the provisions of subsection IV.1 (b) above; otherwise, the duration of each Fellowship shall be for a period determined by Governing Body at the time of election, which period shall not exceed five years. In the latter case, persons so elected shall be eligible for immediate re-election any number of times thereafter for periods of up to five years in each case, subject always to the provisions of subsection IV.1 (b) above. Governing Body shall determine in each case whether a Fellow by Special Election, other than the Bursar, Domestic Bursar and Senior Tutor, shall be a member of Governing Body, and shall review its decision at each re-election

Fellows by Special Election may have their Fellowships appropriately titled, for example if the Fellowship has been endowed by benefaction, but for all ordinary purposes such titled Fellowships shall be treated as Fellowships by Special Election.

4. Honorary Fellows

Any distinguished person, whose association with the College would, in the opinion of Governing Body, be desirable, or whom the College wishes for any reason to honour, may be elected to an Honorary Fellowship. Election to such Fellowships shall be for life, subject

only to the provisions of subsections VII.5-6 below. Honorary Fellows shall not be members of Governing Body.

5. Domus Fellows

Any person not already a Fellow of the College who, in the opinion of Governing Body, has made an outstanding contribution to the endowment or development of St Cross as a graduate college of the University of Oxford may be elected to a Domus Fellowship. Election to such Fellowships shall be for life, subject only to the provisions of subsections VII.5-6 below. Domus Fellows shall not be members of Governing Body.

6. Visiting Fellows

Men or women temporarily based in or regularly visiting Oxford, though ordinarily residing elsewhere, whose academic or professional experience would enable them to make a personal contribution of value to the College, may be elected to Visiting Fellowships. The tenure of such Fellowships shall be determined by Governing Body in the light of the particular circumstances, and shall normally be for one, two or three consecutive terms. Exceptionally, a Visiting Fellow may be elected for a longer or shorter period and the same person may be elected on more than one occasion. Visiting Fellows shall not be members of Governing Body.

7. Research Fellows

There shall be Senior and Junior Research Fellowships of St Cross College to which scholars of established distinction or exceptional promise may be elected. If it is expedient or desirable, any Research Fellowship may bear a specific title, for example, to acknowledge a benefaction which provided it. Governing Body shall determine the duration of each Research Fellowship at the time of election, subject always to the provisions of subsection IV.1 (b) above and to the provisions now following.

Senior Research Fellows shall be elected for any period of up to five years in the first instance, with eligibility for immediate re-election any number of times thereafter for periods up to five years in each case. Junior Research Fellows shall be elected for any period up to three years in the first instance, and their Fellowships may subsequently be extended for further periods of one year each up to a maximum tenure of five years in all, after which their eligibility to be Junior Research Fellows of St Cross shall cease.

In the case of Senior Research Fellows, Governing Body shall decide in each case at the time of election whether the person elected shall be a member of Governing Body and shall review its decision at each re-election of the person concerned. Junior Research Fellows shall not be members of Governing Body, with the exception of any Junior Research Fellow to whom duties or responsibilities are assigned which in the opinion of Governing Body make it desirable for him or her to be a member of Governing Body for such period as it may decide.

Any non-stipendiary Research Fellowship may, subject to the approval of Governing Body, be held in conjunction with any post inside or outside the University (except one which would entitle its holder to an Official Fellowship).

Governing Body may, in appropriate circumstances, confer the title of Senior Research Fellow on any person elected in the category of Fellow by Special Election.

8. Emeritus Fellows

Fellows of the College who, on vacating their Fellowships, have been Fellows for not less than 12 years continuously and have played an active role in College life may be elected to Emeritus Fellowships by Governing Body. It is particularly to be noted that the election of qualified Fellows to Emeritus Fellowships on retirement is not automatic. Tenure of an Emeritus Fellowship shall be for life, subject only to the provisions of subsections VII.5-6 below. Emeritus Fellows shall not be members of Governing Body.

9. Pusey Fellows

Governing Body is required to admit to Pusey Fellowships of St Cross College those qualified according to University Statute V and Council Regulations 11 of 2002 (8). Tenure for Pusey Fellows shall be on the same basis as that for Official Fellows, as set out above. Pusey Fellows shall be members of Governing Body.

V Procedures for the election of Fellows

1. General

Only Governing Body can elect a Fellow of St Cross College, with the sole exception that in special circumstances which entail urgency it may delegate that power to the Master and a named group of Fellows (which may be the Executive Committee) after a full and proper discussion of relevant matters, such a decision being taken by a vote at an ordinary or special meeting, not less than 20 members of Governing Body being present and not less than 15 voting in favour of the proposal to delegate the power to elect. The group appointed shall be empowered to offer a specified Fellowship to a specified person, or to the successful candidate in a competition of which the details are known to Governing Body when the decision to delegate is taken, and the Master shall report the election of that Fellow, if the offer is accepted, to the next Governing Body meeting after that election has taken place.

(See subsection VI.3 below for special procedures with regard to Honorary and Domus Fellowships.)

2. Nominations

There shall be a Fellowships Committee comprising the Master, the Vice-Master and the Senior Tutor *ex officio* and five elected members, one each from the academic fields of the humanities, the physical sciences, the life sciences/clinical medicine and social studies and one from the fields of library, museum, computing and administrative staff.

Any member of Governing Body may make a proposal for election to a Fellowship in any category, such proposals to be submitted in the first instance to the Master (or his or her delegate) who shall bring the proposal before the committee. The Committee shall consider it on a strictly confidential basis, having in mind at all times the overall size and distribution of the Fellowship amongst categories and subjects. If the Committee approves the proposal, it shall forward a formal nomination to Governing Body (moved by the Master (or his or her delegate) and the Vice-Master or Senior Tutor) either directly or through the Executive Committee, at its own discretion. Appropriate papers relating to the person shall be made available to all members of Governing Body on request in the Master's PA's Office not later

than the day specified for the circulation of the Governing Body agenda (but see below, subsection VI.3, for special procedures with regard to Honorary and Domus Fellows). If the Committee does not approve the proposal, the Master (or his or her delegate) shall discuss

the reasons with the proposer(s). If the latter is not satisfied with the decision, he or she may, with the support of five other members of Governing Body, request of the Master, in writing, that the matter be placed on the agenda for the next stated Governing Body meeting. The Master shall ensure that this is done. Governing Body shall decide by a show of hands whether to remit the proposal to the Fellowships Committee for reconsideration in the light of the Governing Body decision.

3. *Voting at Governing Body*

Subject to any special rules set out for individual categories of membership in Section VI below, voting shall normally be by show of hands. If the Chair deems it desirable, or if it is so requested by six members, a written ballot shall be held. The candidate, in order to be elected, must receive the votes of at least two-thirds of those present and voting.

(See subsection VI.3 below for special procedures with respect to Honorary and Domus Fellowships.)

4. *Re-elections*

Where Fellowships in any category are eligible for immediate renewal on expiry, the Master shall so inform Governing Body at the penultimate stated meeting before the Fellowship is due to expire, the Fellowships Committee having previously considered the matter. Any proposal for re-election shall be put on the agenda for the next stated meeting and voted upon as in subsection V.3.

VI. *Special provisions relating to the election of Fellows in certain categories*

I. *Official Fellows*

The Executive Committee, on the advice of the Fellowships Committee, may decide at any time that the College should seek to participate in a joint appointment with the University, provided that there is a vacancy within the current maximum determined for the Fellowship, and within the category of Official Fellows if a maximum for that category shall have been fixed. If a case requiring urgent decision should arise between the latest meeting of the Executive Committee and a Governing Body meeting, Governing Body shall take the decision under the item 'Master's Report'.

In elections determined by electoral boards, the College shall follow established University procedures. In the case of Joint Appointments, the Executive Committee shall appoint two persons, of whom one shall be a member of the Governing Body of the College, to serve on the joint selection committee and to participate in the interviewing of all short-listed candidates. The representatives shall recommend to Governing Body whether or not the person appointed by the joint selection committee should be elected to an Official Fellowship. Appropriate papers relating to the person shall be made available to all members of Governing Body on request in the Master's PA's office not later than the day specified for the circulation of the Governing Body agenda. Governing Body shall vote on this recommendation as in subsection V.3. If a recommendation to elect is approved by Governing Body the person so elected shall become an Official Fellow on taking up his or her appointment.

If any person holding a Fellowship of St Cross College in another category be appointed to a post in the University that would qualify him or her for an Official Fellowship and does not thereupon migrate to another college, he or she shall be transferred to the category of Official Fellow without the requirement of an election and Governing Body shall be so informed. The current maximum numbers of the categories concerned, if fixed, shall be adjusted accordingly.

2. Fellows by Special Election

Nominations shall be made, and elections conducted, as in subsections V.2-3 above. No separate formal election is required for the Bursar and the Senior Tutor, who hold a Fellowship *ex officio*: election to a Fellowship shall be confirmed when Governing Body accepts the recommendation of its selection committee for appointment to the post.

3. Honorary and Domus Fellows

If the Fellowships Committee decides to recommend a candidate for either of these categories of Fellowship, appropriate documents shall be made available to all members of Governing Body on request in the Master's PA's office for a period including not less than two weeks of Full Term. The proposal shall then be put before the next stated Governing Body meeting and voted on at the same meeting by written ballot. The candidate, in order to be elected, must receive the votes of at least two-thirds of those present when the vote is taken.

In extraordinary or urgent circumstances, a specially summoned meeting may be held at the instance of the Master (or of the Vice-Master or Senior Tutor acting with the agreement of the Master) for the purpose of an election in these categories. In such a case proposal of the candidate(s) must be made by the Master or by the Vice-Master or Senior Tutor acting with the Master's agreement. At least two weeks' notice must be given of the meeting, the notice to include the name(s) and *curriculum vitae* particulars of the candidate(s), any further appropriate documentation concerning whom shall have been lodged in the Master's PA's office. A quorum of 25 shall be required for such meetings. The voting procedure shall be as set out in the previous paragraph, except that in this instance any candidate, in order to be elected, must receive the votes of at least three-quarters of those present when the vote is taken.

4. Research Fellows

Election to Research Fellowships, whether Senior or Junior, shall take the form either of a competitive election organised by the College on its own behalf or election in conjunction with an external source of funding, for example an industrial concern or an individual benefactor. Governing Body, with the advice of the Fellowships Committee, shall in each case approve the terms and conditions of any Research Fellowship before the election procedure is initiated, except that in special or urgent circumstances Governing Body may delegate the task of approval to the Master and a group of Fellows with power to act on its behalf, as set out in subsection V.1 above.

For elections in conjunction with an external source of funding, a joint selection committee shall be established on which the College shall be represented by not less than two members of Governing Body appointed by the Executive Committee, one normally being the Master. The representatives shall participate in the interviewing of all short-

listed candidates and shall recommend to Governing Body whether or not the person proposed by the joint selection committee should be elected to a Research Fellowship. Appropriate papers relating to the person shall be made available to all members of Governing Body on request in the Master's PA's office not later than the day specified for the circulation of the Governing Body agenda. Governing Body shall vote on the recommendation as in subsection V.3 above.

In the case of Research Fellowships sponsored solely by the College, the Executive Committee shall appoint a selection committee of appropriate size and composition, of which the Master shall normally be Chair. The Fellowship(s) shall be advertised, and the selection committee shall have power to determine its own procedure. It shall report to Governing Body the names of the person(s) it recommends for election, appropriate papers having been made available as above. Governing Body shall vote on the recommendation(s) as in subsection V.3 above.

5. Pusey Fellows

The procedure for election is controlled by University Statute. Such procedure having been correctly followed, Governing Body shall formally admit any properly qualified person whose name is put before it.

6. Emeritus Fellows

The Master shall inform Governing Body of any impending retirements or resignations of qualified Fellows at the penultimate stated meeting before such retirement or resignation takes effect, the Fellowships Committee having previously considered the question of possible election to an Emeritus Fellowship. Any proposal for such election shall be put on the agenda for the next stated meeting and voted upon as in subsection V.3 above.

This procedure may be varied in exceptional circumstances, as in the case of unexpected retirement, but in all cases a formal proposal must be placed on the agenda of a stated or special meeting of Governing Body.

VII. Privileges and Responsibilities of Fellows

1. Unless otherwise decided by Governing Body, all Fellowships shall be non-stipendiary.
2. Fellows shall be entitled to such free meals at the common table as the Governing Body shall from time to time determine.
3. Any Fellow who is granted sabbatical or sick leave from their University post shall be granted leave by the Governing Body for such time as they has been relieved from discharging the duties of that post.
4. Fellows shall in all ways possible promote the best interests of St Cross College as a society devoted to scholarship, research and learning, shall seek to bring distinction to the College, and shall co-operate in all academic and administrative matters relating to the College.
5. If in the opinion of Governing Body a Fellow is unable or unwilling to carry out the general duties of a Fellow as defined in subsection VII.4 above, together with the particular duties (if any) attached to the Fellow's Fellowship, or has been guilty of conduct unbecoming a

Fellow, the Governing Body may, at a meeting specially summoned to discuss this business (of which meeting not less than fourteen days' notice shall be given and at which only this business shall be taken), resolve by motion to request the Fellow to resign his or her Fellowship or direct that the tenure of his or her Fellowship be deemed to have ceased, with effect from a date to be stated in the motion, provided that at least two-thirds of the members of the Governing Body present and voting at the meeting shall have voted in favour of such a motion, and provided also that he or she shall have been given at least fourteen days' notice of the proposed motion and shall have been given the opportunity of being heard by and of being represented before the Governing Body, of calling witnesses, and of cross-examining witnesses called against him or her. The Master must, on receipt of a request signed by not less than six Fellows, summon a meeting of the Governing Body to consider such a motion. At any meeting specially summoned for such a purpose the Fellow whose conduct is in question shall not have a vote. Any Fellow so required by Governing Body to relinquish his or her Fellowship may appeal to the High Steward against the decision provided the Fellow does so within fourteen days of receiving notice of the decision. The High Steward may extend this limit of time if he or she thinks that there is good reason in the particular case to do so.

6. The High Steward shall entertain and adjudicate on any such Appeal made by a Fellow against deprivation of his or her Fellowship. The High Steward may confirm, annul or vary the act or decision of the Governing Body, provided that he or she shall not adjudicate on an Appeal without giving the parties an opportunity of being heard, whether in person or through a representative, of calling witnesses, and of cross-examining witnesses called against them. The College shall defray any expenses reasonably incurred by the High Steward in the exercise of his or her functions.
7. Until such time as St Cross College shall become independent under charter, subsections VII.1-6 must be read in conjunction with University Statute V and Council Regulations 11 of 2002.